MTS

JQR

RECRUIT TRAINING COMMAND

May 2004

NAME _____   DEPARTMENT_____

FINAL QUALIFICATION FOR MASTER TRAINING SPECIALIST

Name: Date:

Division/Ship   Dept:

   This page is to be used as a record of satisfactory completion of this Job Qualification Requirement (JQR). Only specified personnel may signify completion of applicable sections either by written or oral examination, or by observation of performance.

   This qualification section should be maintained by the trainee and updated to ensure awareness of remaining tasks.

   Trainee has completed all JQR requirements for this qualification. Recommend nomination as Master Training Specialist.

RECOMMENDED   _____   _____
                (MTS Program Manager)   (Date)

RECOMMENDED   _____   _____
                (CISO)   (Date)

RECOMMENDED   _____   _____
                (CMC)   (Date)

RECOMMENDED   _____   _____
                (Executive Officer)   (Date)

QUALIFIED   _____   _____
                (Commanding Officer)   (Date)

ADMINISTRATIVE REQUIREMENTS – SIGN-OFF SHEET
MTS PACKAGE MUST BE FORWARDED THROUGH COMMAND MTS COORDINATOR

Name:_____
       (Last)   (First)   (Middle)   (SSN)

Rate/Rank_____ Designator(s)_____ PRD_____

Eligibility Requirements

1. Date Instructor Training (IT) school completed: _____

2. Date certified as an Instructor/RDC: _____

3. Three instructor evaluations (completed after certification and **within
    90 days of MTS package submission**):

    a. _____ _____
        (MTS Evaluator, Print Name)   (Date)

    b. _____ _____
        (MTS Evaluator, Print Name)   (Date)

    c. _____ _____
        (MTS Evaluator, Print Name)   (Date)
        (Outside of candidate's Dept)

4. Division Officer validation:

    a. Minimum of six months remaining onboard: **YES/NO**

    b. Members evaluation/fitrep marks were <u>all above 3.0</u> in the
        past 12 months: **YES/NO**

                        _____
                        Division Officer Signature   Date

5. Command Fitness Coordinator validation:

    a. Passed the last two (2) PFA cycles IAW OPNAVINST 6110.1 series:
        YES/NO

                        _____
                        CFC Signature   Date

6. MTS JQR complete: _____
                        MTS Program Manager Signature   Date

7. MTS Written Exam complete: _____
                        MTS Program Manager Signature   Date

8. Passed Oral Board: _____
                        MTS Program Manager Signature   Date

9. Recommended MTS: _____
                        MTS Program Manager Signature   Date

NAVEDTRA 130 303.1-303.8
(**SIGNED BY RTC MASTER TRAINING SPECIALIST/IQA DIVISION ONLY)
Develop package in NAVEDTRA 130A format only. *EXAMPLES in the NAVEDTRA 130A VOLS 1,2 & 3*

303.1   Receive Topic Approval.

Get signature before moving on 303.2

_____
(Signature)   (Date)

303.2   Develop a Training Project Plan.

Get signature before moving on 303.3

_____
(Signature)   (Date)

303.3   Develop a Course Training Task List (CTTL) (minimum of one duty and four supporting tasks).

Get signature before moving on 303.4

_____
(Signature)   (Date)

303.4   Develop a Training Course Control Document (NOTE: COI TOs and EOs are based on the CTTL in 303.3, minimum of 1 TO and 4 EOs).

Get signature before moving on 303.5

_____
(Signature)   (Date)

303.5   Develop one knowledge lesson topic on the learning objectives developed in 303.4.

Get signature before moving on 303.6

_____
(Signature)   (Date)

303.6   Develop an Assignment Sheet and an Information Sheet based on the learning objectives developed in 303.4 and 303.5.

Get signature before moving on 303.7

_____
(Signature)   (Date)

303.7   Develop a 10 question test based on the learning objectives developed in 303.4.
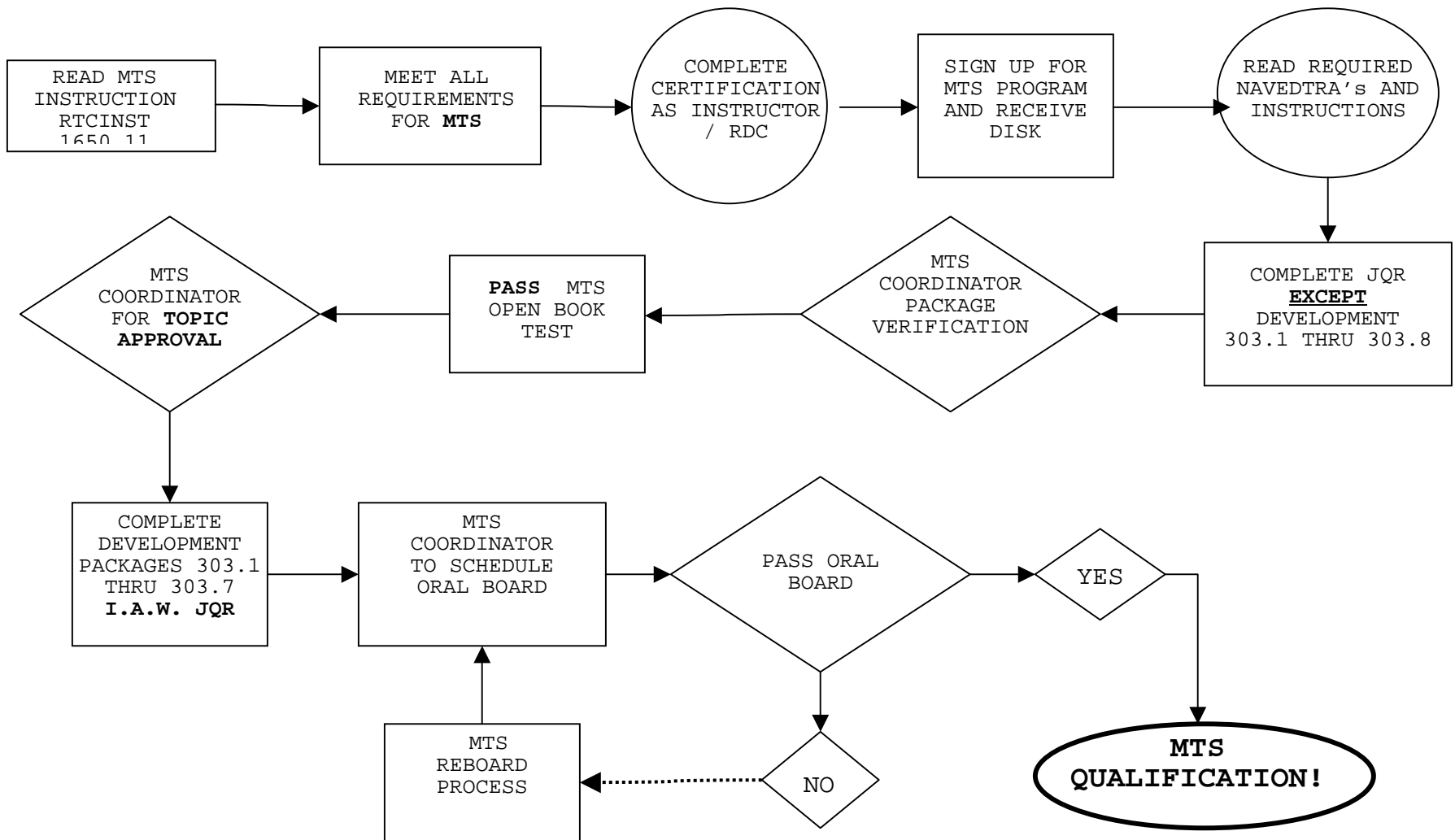
_____
(Signature)   (Date)

303.8   Develop a Power Point Presentation for course corresponding with lesson plan developed in 303.4.

_____
(Signature)   (Date)

NOTES: Developed items may be based on actual or fictitious requirements. Format of all items developed will be in accordance with the most recent instructions and module three. If the MTS candidate is/was actively involved in a course curriculum change /revision /rewrite in the past 12 months, the above listed 300 series line items may be derived and verified from curriculum project.

MTS QUALIFICATION PROCESS FLOW SHEET

READ MTS INSTRUCTION RTCINST 1650.11 → MEET ALL REQUIREMENTS FOR **MTS** → COMPLETE CERTIFICATION AS INSTRUCTOR / RDC → SIGN UP FOR MTS PROGRAM AND RECEIVE DISK → READ REQUIRED NAVEDTRA's AND INSTRUCTIONS

↓

COMPLETE JQR **EXCEPT** DEVELOPMENT 303.1 THRU 303.8 → MTS COORDINATOR PACKAGE VERIFICATION → **PASS** MTS OPEN BOOK TEST → MTS COORDINATOR FOR **TOPIC APPROVAL**

↓

COMPLETE DEVELOPMENT PACKAGES 303.1 THRU 303.7 **I.A.W. JQR** → MTS COORDINATOR TO SCHEDULE ORAL BOARD → PASS ORAL BOARD

PASS ORAL BOARD → YES → **MTS QUALIFICATION!**

PASS ORAL BOARD → NO ⤍ MTS REBOARD PROCESS → (back to MTS COORDINATOR TO SCHEDULE ORAL BOARD)

**PACKAGE MUST MEET NAVEDTRA 130 FORMAT